



**SANTA ANA COLLEGE**  
**Institutional Effectiveness and Assessment Committee**  
**Minutes**  
**June 14, 2011**

**To:** Distribution

**From:** Bonnie Jaros, Chair, Institutional Effectiveness and Assessment Committee

**Santa Ana College Mission:** The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, workforce and economic development needs of our diverse community. Santa Ana College prepares students for transfer, employment, careers and lifelong intellectual pursuit in a dynamic learning environment.

**Santa Ana College Vision Themes:** I. Student Achievement; II. Use of Technology; III. Innovation; IV. Community; V. Workforce Development; VI. New American Community

**Members Present:** Paul Foster, Norm Fujimoto, Sue Garnett (for Ed Ripley), Bonnie Jaros, Nga Pham, Denise Phillips, John Zarske

- I. **Approval of Minutes of May 18, 2011**—The minutes of May 18, 2011 were approved as written.
- II. **Accreditation–Midterm Report: Update of Workgroups/Feedback from the College Community/Plans for Completion**
  - A. District Recommendation 1: Planning and Budget Integration-- Paul and Bonnie are meeting tomorrow. **Paul** will then meet with Jeff, Ray and John Z the last week of June. When the narrative is completed, **Bonnie** will work with **Geni** on collecting the remaining evidence. **Sue, Denise and Bonnie** will then check the numbering. Since this is a district recommendation for SCC as well, Bonnie will coordinate with Dr. Mora as to what SCC needs to do to accommodate SAC's response to the SCC report.
  - B. District Recommendation 2: Computer-based Student Attendance Recording System—Bonnie will meet with Dr. Mora tomorrow to discuss the work being done all responses. **Dr. Weispfenning** is responsible for this response and has stated that he is meeting with Linda Miscovic Thursday of this week. Bonnie is also meeting with John Weispfenning Monday, June 20 to discuss this response and to update Dr. Weispfenning about the status of all district responses.
  - C. District Recommendation 3: Communication Process between Trustees and District Employees—**Nga and Bonnie** will work next Monday, June 20 to complete the evidence collection for this response.

- D. District Recommendation 4: Board Self-Evaluation Policy—**Nga and Bonnie** will meet next Monday to work on the evidence for this response.
- E. College Recommendation 1: Planning and Budget Integration—Paul and Bonnie are meeting tomorrow. **Paul** will then meet with Jeff, Ray and John Z the last week of June. When the narrative is completed, **Bonnie** will work with **Geni** on collecting the remaining evidence. **Sue and Bonnie** will then check the numbering.
- F. College Recommendation 2: Diversity Plan—**Complete**
- G. College Recommendation 3: Communication with Classified Employees—**Sara** will work with **Kennethia** to gather all the evidence for this response.
- H. Response to Self-Identified Issues in the Planning Agenda of the Institutional Self Study 2008—**Complete**

**Note: The narrative work and document collection must be completed by the July 19<sup>th</sup> meeting of IE&A for preliminary approval. Place documents on the H: Drive (Department Directories) under IE&A Midterm Report. Folders have been created for each response.**

- I. Other—When the report is complete, forums will be held at the SAC campus and at CEC. In addition, Bonnie will request that the District Accreditation Oversight Group meet prior to submission of the report to BAPR for information.

### **III. Strategic Plan Update S11 / Strategic Plan Update with Budget and Facilities Analysis—**

- A. The *Strategic Plan Update S11* was **approved**. Final formatting will be completed within the next week so it may be added to the *Educational Master Plan Update S11*.
  - B. Bonnie will meet with Paul, Ray, Jeff and John Z to complete the *Strategic Plan Update with Budget and Facilities Analysis*.
- ### **IV. BSI Update—**
- Strand A met yesterday and approved the budget requests for projects to be conducted in the 2011-2012 academic year.
- ### **V. Facilities Committee Report—**
- The final draft of the Facilities Master Plan was presented to the Facilities Committee by HMC Architects. There will be a Facilities Committee meeting to discuss it during Flex week.
- ### **VI. Planning and Budget /BAPR—**
- There was discussion at BAPR related to adding a planning wing to the BAPR Workgroup. Pater Hardash requested that Bonnie send the recommendation to John Didion, who had initially proposed that a Planning Workgroup be formed parallel to the BAPR WG to strengthen the planning function of BAPR. Instead of a completely different workgroup, however, it was discussed that there be two wings of existing BAPR Workgroup, which currently is dedicated solely to budget work. The budget group can still meet separately to work on the BAM, and the planning group can meet separately to work on the district Strategic Plan. However, prior to making any recommendation to BAPR for approval, the two groups would come together so that there is clear linkage between planning and budget. BAPR would direct these groups as projects arise. This idea will be reviewed at the July BAPR meeting.

### **VII. SACTAC Report—No Report**

**VIII. End-of Year Reports from Participatory Governance Committees; IE&A *End-of-Year Report S11*—**

**A.** All participatory governance committees have submitted end-of-year reports which are incorporated into the *IE&A End-of-Year Report*.

**B.** The *IE&A End-of-Year Report* Spring 2011 was **approved** and will be added to the *Educational Master Plan Update S11*.

**Thanks to Geni Lusk** for completing the formatting of this complex document!

**IX. Future Agenda**

**A.** College-Wide Strategic Plan 2007-2015 *Mid-Plan Review* Event F11

**B.** *Midterm Report* Feedback

**C.** Planning and Budget: BAM Update; Planning Model and Related Documents (SAC)

**The next meeting of the IE&A Committee is July 19, 2011 from 11:00am-1:00pm in A-105. It will be a working lunch. Please let Sue Garnett know what you would like from the menu she will provide.**